

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Tenprint Examiner **JOB CLASSIFICATION** Tenprint Examiner

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 209.367-026

DOT TITLE Fingerprint Clerk I (government ser.)

DEPARTMENT Sheriff

DIVISION Technical Services

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 23

CONTACT'S NAME & TITLE Laurie Ordonia, Identification Supervisor

CONTACT'S PHONE 206-296-7729

ADDRESS OF WORKSITE

516 Third Avenue
Seattle, WA 98104-2312

VRC NAME Kyle Pletz

DATE COMPLETED 12/29/05

VRC NAME Jeff Casem

DATE Revised 05/09/08

WORK HOURS

The body of work is performed 24 hours a day, 365 days a year. Employees must be able to work any shift. Regular shifts include 5 8-hour shifts (7:00-3:30pm, 3:00pm-11:30pm, 11:00pm-7:00am) or 4 10-hour shifts (7:00am-5:30pm, 3:00pm-1:30am, 9:00am-7:30pm); the employee works 40 hours per week. May be required to work different shifts based upon business demand.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)

The employee may be mandated to work overtime with little or no notice at any time; however, the need for the supervisor to direct the employee to do so has been a rare occurrence. Sick, vacation, and holiday coverage tends to be provided by volunteers to work overtime. Voluntary overtime is frequently available, but is worked by each employee on an occasional basis. Flex time may be utilized as well for backlog or to attend training.

JOB DESCRIPTION

Compares and identifies roll inked or live scanned fingerprints on 100% of the inmates booked into the King County Jail on cards for the County, State and Federal Jurisdictions. Takes Major Case Prints for violent offenders and fingerprint/photograph sex offenders for registration purposes. Processes evidence for latent fingerprints using chemical and photographic methodology.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.

4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Any combination of experience and/or training leading to knowledge of: NCIC and/or Henry Classifications and fingerprint comparisons using ridge characteristics; basic fingerprint pattern types and comparison characteristics; office practices and procedures; safety considerations for handling biohazards and caustic chemicals; importance of effective communication. Skills in: comparing ten-prints using ridge characteristics; working accurately with details (including alpha and numeric filing); conflict resolution; customer service and dealing effectively with the public. Ability to: Perform accurate data entry, basic mathematical equations, effectively handle situations involving upset and/or uncooperative individuals; maintain composure if exposed to offensive material on the job; effectively maintain evidence in a custodial setting (secure and record fingerprint, and photo records); maintain confidentiality. Strenuous lifting may be required occasionally.

All civil service applicants must be U.S. citizens who can read and write the English language fluently. All applicants must successfully complete a thorough background investigation, including a polygraph examination. By the date of hire the applicant must possess a valid Washington State Driver's license. A physical examination is also required prior to hire. By the end of the probationary year, all Identification Technicians will be required to pass the Henry Classification test.

ESSENTIAL FUNCTIONS

1. Evaluates Booking of Arrest packets on all individuals booked into the King County detention facilities on King County or other agency charges; verifies against documents on file as being the same; identifies "liars" and possible warrants, and informs jails of findings; updates the AFIS (Automated Fingerprint and Identification System) and Sea King computers to establish new or amend criminal history; and updates jail records with AFIS # cross-reference.
2. Performs fingerprint searches on King County, other agency cards, and deceased persons' prints using AFIS; registers new fingerprints into the database; reviews the quality of fingerprints taken; and maintains the quality of the database by substituting, updating, and deleting file information.
3. Creates, corrects and maintains criminal history files by establishing the correct computer control, State, FBI (Federal Bureau of Identification), AFIS, and King County numbers.
4. Provides assistance to the general public and local, state, and federal law enforcement agencies in solving identification problems; advises local law enforcement about identification matters; researches, solves, and documents personal identity problems, then writes confirmation letters; conducts tours of the AFIS facility; and expunges records. Participates in public information (Citizen's Academies, Fairs, School) gatherings.
5. Writes lab analyses and other legal documents concerning identity requests and problems, and testifies in court as to the results of the analyses. Testimony can affect County liability and impacts defendant's criminal record.

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6. Acts as troubleshooter for AFIS computer maintenance; determines emergency procedures; and conducts daily, monthly, and quarterly database saves to insure the safety of stored information.
7. Assists Latent Print Examiners and testifies if requested; gathers physical evidence from crime scenes; processes evidence for latent prints in the laboratory using chemicals appropriate to the surface being examined; responds to off-duty callouts; recovers prints from deceased or incapacitated individuals; compares prints from check fraud cases; and runs latent prints when needed.
8. Updates training and information on procedural changes, new technology and networking systems.
9. Operates all office equipment and use all supplies needed for fingerprinting to include copier, fax, phone, printer, computer, shredder and time clock.
10. Drives a County vehicle with an automatic transmission.
11. Fills in for the jail ID Techs as needed (requires more standing as well as constant exposure to inmates). See Jail ID Tech job analysis for details.

PERSONAL PROTECTIVE EQUIPMENT USED

Eye protection, respiratory mask, disinfectant, high-risk gloves, and Biohazard suits.

OTHER TOOLS & EQUIPMENT USED

Computer, telephone, fax machine, magnifier, copy machine, paper shredder, printer, County vehicle, ink, live scan fingerprinting machine, AFIS 21 and peripherals, time clock, ink roller, digital camera and various cleaning products.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Standing

Health Care Provider initials if restricted_____
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Occasionally on tile, carpet or concrete floor in the office and all conceivable surfaces at crime scenes for up to 15 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while filing, performing printing duties and talking with customers. On a rare occasion

when working in the field the employee may need to stand up to 8-10 hours in a shift at a crime scene. The employee may also be assigned to cross training as a Jail ID tech which requires standing up to 5 hours in a shift.

Walking

Health Care Provider initials if restricted _____

Occasionally on tile, carpet or concrete floor in the office and all conceivable surfaces at crime scenes for distances of up to 50 yards feet for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while walking between the fingerprint room, work station, technology room and computer room when working in the office. When in the field the employee may need to walk to/from Harborview Hospital or crime scenes (on all conceivable surfaces) to obtain prints.

Sitting

Health Care Provider initials if restricted _____

Continuously on an office chair or automobile seat for up to 2 hours at a time for up to 6.5-8 hours total in a work shift. Most commonly occurs while performing data entry/computer duties and conducting initial packet check as well as identifying and processing "liars" in accordance with the staffing model. The employee can alternate sitting and standing as needed during some duties, such as using a magnifier, as all cubicles have a standing station.

Climbing stairs

Health Care Provider initials if restricted _____

Rarely for up to 1 minute at a time while climbing up to 3 flights for up to 5 minutes total in a work shift. Most commonly occurs while walking to/from a crime scene.

Climbing

Health Care Provider initials if restricted _____

Rarely for up to 20 seconds at a time while climbing a ladder for up to 5 minutes total in a work shift. Most commonly occurs while working at a crime scene, most commonly to obtain prints.

Balancing

Health Care Provider initials if restricted _____

Rarely on all conceivable surfaces including uneven ground, slippery or frozen surfaces for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while walking to/from a crime scene. On a rare occasion the employee may need to work at a crime scene an entire shift (7-9 hours total) that may be on uneven or slippery ground.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while filing, investigating crime scenes, troubleshooting computer systems and manipulating archive items.

Bending neck down

Health Care Provider initials if restricted _____

Continuously & Highly Repetitive for up to 10-15 minutes at a time for up to 7-8 hours total in a work shift. Most commonly occurs while using a magnifier to view prints, reviewing documents, obtaining prints and looking at the ground at crime scenes.

Bending/Stooping

Health Care Provider initials if restricted _____

Frequently on all conceivable surfaces for up to 30 seconds at a time for up to 4 hours total in a

work shift. Most commonly occurs while obtaining items on lower shelves and cabinets, using a magnifier, filing, obtaining prints and inspecting crime scenes. The employee can reduce bending/stooping by alternating with kneeling or squatting on most occasions.

Squatting

Health Care Provider initials if restricted _____

Frequently on all conceivable surfaces for up to 30 seconds at a time for up to 4 hours total in a work shift. Most commonly occurs while obtaining items on lower shelves and cabinets, using a magnifier, filing, obtaining prints and inspecting crime scenes. The employee can reduce squatting by alternating with bending/stooping or kneeling on most occasions.

Kneeling

Health Care Provider initials if restricted _____

Frequently on all conceivable surfaces for up to 30 seconds at a time for up to 4 hours total in a work shift. Most commonly occurs while obtaining items on lower shelves and cabinets, using a magnifier, filing, obtaining prints and inspecting crime scenes. The employee can reduce kneeling by alternating with bending/stooping or squatting on most occasions.

Crawling

Health Care Provider initials if restricted _____

Rarely on all conceivable surfaces for up to 15 minutes at a time for up to 6 hours total in a work shift when working in the field. Most commonly occurs while working at crime scenes trying to find prints. When performing field work the employee commonly crawls inside of cars looking for prints as well.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Frequently for up to 45 minutes at a time for up to 1.5 hours total in a work shift while driving a County vehicle, with an automatic transmission, between RJC and KCCF, crime scenes and the office. On occasion the employee operates foot pedals on the live scan fingerprinting machine when fingerprinting as part of the sex offender registration process (or when cross training with Jail ID Techs) for up to 4 hours total in a shift. The employee has the option to use foot pedals or hand buttons when using the live scan fingerprinting machine.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rare for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while stocking upper shelves and cabinets as well as when filing.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7-8 hours total in a work shift while fingerprinting persons, comparing prints, using a magnifier, performing data entry/computer duties, driving a County vehicle with an automatic transmission and performing paperwork duties.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while stocking lower shelves and cabinets, filing and manipulating objects at crime scenes.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Frequently on all conceivable surfaces for up to 30 seconds at a time for up to 4 hours total in a work

shift. Most commonly occurs while obtaining items on lower shelves and cabinets, using a magnifier, filing, obtaining prints and inspecting crime scenes.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 15-20 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 5-10 pounds while holding the arm of person when obtaining fingerprints, obtaining supplies, filing, transferring work material to the technology desk, manipulating reference materials and performing major case prints (rarely).

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 300 feet for up to 5 minutes at a time and up to 30 minutes total in a work shift. Most commonly occurs with weights of 5-10 pounds while carrying a fingerprint kit to perform remote printing at the Courthouse and transferring work materials to the technology desk. A cart can be used to reduce carrying on most occasions.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 30 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 11-15 pounds while manipulating a laptop bag, transferring materials to training, manipulating boxes/archive materials, manipulating file bins and manipulating various items at crime scenes or evidence.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Rarely for distances of up to 100 feet for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 11-15 pounds while transferring work materials to/from the technology desk and taking a laptop or training materials to trainings.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Rarely for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 30-50 pounds while manipulating a crime scene kit, box of paper and a box of files/archive materials.

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Rarely for distances of up to 50 yards for up to 2.5 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 30-50 pounds while transporting a crime scene kit to and from crime scenes.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for up to 15-20 minutes at a time with a force of 5 pounds for up to 2 hours total in a work shift while manipulating the hand, arms and fingers of persons in order to obtain finger prints. The employee pushes with up to 25 pounds of force on a rare occasion to manipulate Lektreiver files in the office or various objects at a crime scene.

Handling

Health Care Provider initials if restricted _____

Frequently for up to 15-60 minutes at a time for up to 5 hours total in a work shift while manipulating the hand, arms and fingers of persons in order to obtain finger prints. The employee

also handles when using a magnifier, telephone, large file/stack of small files, baskets of work materials, file drawers and various pieces of evidence. The employee also handles when driving.

Operating Controls with Hands

Health Care Provider initials if restricted_____

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift while driving a County vehicle, with an automatic transmission, between RJC, KCCF, the workplace and crime scenes. The employee also operates the buttons on the live scan fingerprinting machine. When cross training with Jail ID Techs on occasion the employee has the option to use foot pedals or buttons when using the live scan fingerprinting machine.

Fingering

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while writing, typing, operating buttons on the live scan fingerprinting machine and manipulating fingers of persons to obtain prints. The employee also fingers when manipulating documents, CRIMES camera and cards.

Feeling

Health Care Provider initials if restricted_____

Frequently for up to 45 minutes at a time for up to 4 hours total in a work shift while pressing on the fingers and palms with the appropriate pressure to obtain prints. The employee must be able to feel the amount of pressure used through rubber gloves.

Talking

Health Care Provider initials if restricted_____

Continuously for up to 10-30 minutes at a time for up to 7 hours total in a work shift while conversing with co-workers, Corrections Officers, persons to be printed, the public, various police agencies and superiors. The employee also talks while testifying and resolving identity problems with customers. On a rare occasion the employee may talk for up to 2 hours continuously when conducting trainings and presentations.

Hearing

Health Care Provider initials if restricted_____

Continuously for up to 2 hours at a time for up to 7-8 hours total in a work shift while conversing with co-workers, Corrections Officers, persons to be printed, the public, various police agencies and superiors. The employee also listens for potential dangers when working in the field and at crime scenes.

Seeing

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7-8 hours total in a work shift while performing computer and paperwork duties as well as evaluating the quality of each print taken to ensure only clear, thorough and classifiable prints are submitted to the appropriate agency. The employee also utilizes vision while driving a County vehicle, with an automatic transmission and interacting with potentially violent persons to print or when processing latent evidence. Comparison of prints requires the ability to discern detail and make accurate identifications 100% of the time.

Working with Heightened Awareness

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7-8 hours total in a shift while working at crime scenes and identifying clues, as well as interacting with potentially hostile or violent persons in order to

print them. Without heightened awareness, an inmate could cause physical harm to the employee. The Technician also continuously works with heightened awareness throughout their shift in order to perform accurate identifications, even during a night shift or a long day due to overtime worked. A misidentification that is made due to lack of attention or awareness can result in the freeing of a dangerous suspect or the holding of an innocent person, and therefore affecting the liability of the County. The employee would likely receive discipline up to and including termination for such an error.

ENVIRONMENTAL FACTORS

Work can be performed in correctional facility, although the majority of the work is performed in office and occasionally at crime scene settings with direct interaction with felon and misdemeanor inmates/persons. Worker can be exposed to potentially violent, intoxicated, and hostile inmates. Worker can be exposed to dead bodies, bodily fluids and biohazards on an occasional basis. Work in an environment with fluctuating temperatures and varying degrees of ventilation; excessive noise; exposure to highly communicable diseases; inmates who are contaminated with urine, excrement, vomit, blood pathogens or have other evidence of personal or mental health problems. Not all environmental exposures are known as the employee performs some duties at crime scenes. The noise level is quiet to very loud.

The noise level is

Approximately 50-90 decibels. The noise is caused by general office sounds and passing vehicles.

HCP Initials if Restricted

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Work environment may include the following exposure(s):

Outside weather: Occasionally
Non-weather related temperatures below 55 degrees: Rare
Non-weather related temperatures above 75 degrees: Rare
Wet: Rare
Humidity/dampness: Rare
Fumes: Rare-Occasionally
Odors: Occasionally
Dusts: Occasionally-Frequently
Mists: Rare-Occasionally
Gases: Rare
Moving mechanical parts: Occasionally
Vibration: Frequently
Working in high, exposed places: Rare
Working with explosives: Rare
Toxic or caustic chemicals: Rare
Confined spaces: Rare
Other: Biohazards: Rare- Occasionally

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

A cart can be used to reduce carrying.
The employee can alternate between, crouching, bending and kneeling to reduce durations and frequency of body motions.

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JOB TITLE: Identification Technician (Ten Print)

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The employee can press buttons with the fingers or can use foot pedals when using the live scan fingerprinting machine at the jail.

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SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is: _____
☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications: _____

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions: _____

☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date